

## 32. Building Location Surveys

(See zoning ordinance [§ 78-202.6\(c\)\(3\)](#), Building Location Survey)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at 703-787-7380 for complete permitting requirements.

### What is a Building Location Survey?

The Building Location Survey shows certain minor property improvements proposed by a homeowner as well as existing physical improvements on the property. A Building Location Survey is a drawing that:

- ☐ Can be prepared and submitted by a homeowner;
- ☐ Is based on a property plat that has already been recorded in the Fairfax County Land records and was prepared by a certified professional engineer or surveyor<sup>1</sup>

### When is a Building Location Survey required?

A Building Location Survey is required to obtain approval from the town for certain development if the development requires a Building Permit and does not require a Subdivision Plan, Site Plan, or Single Lot Development Plan. It must be reviewed and approved by the Department of Community Development prior to submitting a Building Permit to the Department of Public Works for the desired improvements.

Improvements that are eligible for review through a Building Location Survey include any enclosed addition to a single family house with a footprint of less than 750 square feet (excluding open decks) or accessory structures with a footprint of 150 square feet or greater and less than 750 square feet. It is not

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<sup>1</sup>In Herndon, a Building Location Survey differs from a "House Location Survey" which is required in other instances and which must be prepared by a licensed professional engineer or surveyor. See [§ 78-202.6\(c\)\(4\)\(c\)](#) for more information about house location surveys.

required for fences, decks less than 2 feet above grade, driveways, or land disturbance in the yard (although other provisions may apply.)

See also *User's Guide #16 – Accessory Structures*

### What are the requirements for a Building Location Survey?

A Building Location Survey (see attached sample) must be prepared to scale and must show:

- a. A previously prepared boundary survey of the property based on record data and containing the seal of a licensed preparer;
- b. Size and location of existing and proposed structures with dimensions;
- c. Distances from all structures to all lot lines;
- d. Height and number of stories of existing and proposed buildings;
- e. Existing and proposed easements;
- f. Existing and proposed impervious surfaces with dimensions;
- g. Any structures proposed for demolition as part of the Building Permit; and
- h. Signature of the preparer.

An application form and a fee of \$25 are also required for the Building Location Survey to be accepted for review by the Department of Community Development.

Review of the application does not require a public hearing. It can be reviewed and approved administratively by the Zoning Administrator.

For purposes of timing construction, a homeowner should allow approximately one month for review and approval of the Building Location Survey before submitting a Building Permit for the desired improvements.

## Need more information?

Have a question regarding required permits, the permit process, or application requirements? Call 703-787-7380 or e-mail [community.development@herndon-va.gov](mailto:community.development@herndon-va.gov) to make an appointment to see a member of the Department of Community Development.

Have a question regarding Building Permits or construction codes? Call 703-435-6850 or e-mail [buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov) to make an appointment to see the Building Official.

Visit the Planning and Zoning page of the Town's web site, [www.herndon-va.gov](http://www.herndon-va.gov) to view the Department of Community Development web site for the Zoning Ordinance User Guide series or to access the town code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

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